**Discover Ashfield logo and text. 
  
  
DISCOVER ASHFIELD BOARD MEETING**

**Friday 15th October 2021  
9:00am – 9:05am start**

**Virtual Meeting via Microsoft Teams**

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| **ATTENDEES** | | | |
| **Name** | **Position on Board** | **Position/Organisation** | **Present** |
| **Martin Rigley MBE** | **Chair / Theme Lead – Succeed in Ashfield** | **Managing Director, Lindhurst Engineering** | **🗸** |
| **Louise Knott** | **Vice Chair** | **Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am** | **🗸** |
| **Darron Ellis** | **Theme Lead – More to Discover** | **Historian, Sutton Living Memory Group** | **X** |
| **Liz Barrett** | **Theme Lead – Love Where You Live** | **Principal, Academy Transformation Trust Further Education (ATTFE)** | **🗸** |
| **Pete Edwards** | **Theme Lead – Be Happy, Be Healthy** | **Chair, Ashfield Health and Wellbeing Partnership** | **🗸** |
| Callum Parr | Board Member | Youth Council Leader, Ashfield District Youth Council | X |
| Chloe O’Donnell | Board Member | Shopping Centre Manager, Idlewells Shopping Centre | X |
| Christopher Baron | Substitute for Lee Anderson, MP | Office Manager, Ashfield & Eastwood MP’s Office | 🗸 |
| Cllr Christian Chapman | Board Member | Scrutiny Rep, Ashfield District Council | X |
| Cllr Helen-Ann Smith | Board Member | Deputy Council Leader, Ashfield District Council | X |
| Cllr Daniel Williamson | Board Member | Annesley and Felley Parish Council | X |
| Cllr Matthew Relf | Board Member | Portfolio Holder, Planning & Regen, Ashfield District Council | 🗸 |
| David Ainsworth | Board Member | Locality Director of Nottinghamshire Clinical Commissioning Group, NHS | X |
| David Jackson | Board Member | Centre Manager, East Midlands Designer Outlet | X |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College | X |
| Fiona Anderson | Board Member | Head of Civic Engagement, Nottingham Trent University (NTU) | 🗸 |
| Frank Horsley | Board Member | Head of Business and Innovation, D2N2 | 🗸 |
| Gary Jordan | Board Member | Chair, Mansfield and Ashfield 2020 | 🗸 |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together | X |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield | X |
| Katie Jordan | Observer | Service Transformation Officer, Nottingham and Nottinghamshire Clinical Commissioning Group, NHS | X |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood | X |
| Mark Spencer, MP | Board Member | MP for Sherwood | X |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | X |
| Paula Longden | Substitute for David Ainsworth | Deputy Locality Director: Mid Nottinghamshire, Nottingham and Nottinghamshire Clinical Commissioning Group, NHS | X |
| Peter Cribb | Substitute for Peter Gaw | Director of Learning, Inspire: Culture, Learning and Libraries | 🗸 |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries | X |
| Robert Orgill | Board Member | Property Manager EMEA, Rolls Royce | X |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | X |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action | 🗸 |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council | 🗸 |
| Viki Dyer | Board Member | District Operations Lead, Department of Work and Pensions | X |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council | X |
| Alastair Blunkett | Observer | Service Manager for Neighbourhoods and Environment | X |
| Katherine Green | Supporting Officer | Senior Communications Officer, Ashfield District Council | X |
| Matthew Neal | Supporting Officer | Service Director of Investment and Growth, Nottinghamshire County Council | X |
| Paul Crawford | Supporting Officer | Senior Regeneration Officer, Ashfield District Council | X |
| Sarah Daniel | Supporting Officer | Service Manager for Place and Wellbeing, Ashfield District Council | 🗸 |
| Tracey Bird | Supporting Officer | Health and Wellbeing Officer, Ashfield District Council | X |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council | 🗸 |

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| **Agenda Item** |  | **Lead** |
| **1** | **Welcome / Introductions / Apologies** | |
|  | The Chair, Martin Rigley welcomed everyone to the virtual meeting. | |
|  | Apologies were received and it was noted that: | |
|  | * Christopher Baron will be representing Lee Anderson, MP | |
|  | * Peter Cribb will be representing Peter Gaw. | |
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| **2** | **Review of Previous Meeting - Friday 27th August 2021** | |
| **2.1** | **Board Meeting Minutes** | |
|  | Board minutes were agreed as a true and accurate record. | |
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| **2.2** | **Action Log** | |
| **2.2.1** | **Completed Actions** | **Lead** |
| **2.2.1.1** | **Hucknall Representatives** (27.08.2021, Minute – 6.2)  Chris Baron has invited Jane Walker, MP Mark Spencer’s Office Manager on behalf of the Board to attend future board meetings and Lana Mills had sent out the calendar invites so unsure why Jane hadn’t attended the meeting. Chris Baron to liaise with Jane. | **CB** |
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| **2.2.2.1** | **Hucknall Representatives** (27.08.2021, Minute – 6.2)Martin Rigley has approached a Hucknall business representative and meetings have taken place with Anthony Hughes of Lincoln Brewery. Martin also reported that Andy Middleton a marketing entrepreneur and Nottinghamshire regional director for Catena has recently become an Ambassador and is very keen to work with local businesses and the Discover Ashfield group.   Fiona Anderson and Liz Barrett have had a virtual meeting to move the Hucknall School links forward this is now progressing. | **MR**  **FA / LB** |
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| **2.2.2** | **Actions (Includes actions from below minutes)** | **Lead** |
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| **2.2.2.1** | **Stakeholder Engagement Plan – Business Support** (16.07.2021, Minute - 5)  Sarah Daniel to liaise with Council colleagues re tender opportunities and events being organised for local businesses. | **SD** |
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| **2.2.2.2** | **Cultural Compact** (16.07.2021, Minute 6.2)  Councillor Relf attended the meeting and there is a need for there to be a Council and a Discover Ashfield representative. Teresa Jackson confirmed that she had not received any information on the meetings. Fiona Anderson to sort. Agreed that a Discover Ashfield representative will be discussed at the next Delivery Group meeting. | **FA** |
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| **2.2.2.4** | **Board Development Day / Board Skills Review / Policies** (27.08.2021, Minute 4.2)Delivery Group to discuss the above at a future Delivery Group meeting. At present there hasn’t been a meeting but will be discussed at the next one in November. | **Delivery Group** |
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| **3** | **New Declarations of Interest** | |
|  | The following declarations were noted in relation to the Towns Fund and the Future High Streets Fund projects: | |
|  | * Martin Rigley, Chair and Theme Lead for Succeed in Ashfield * Sherwood Observatory (Chair of the Board)  - Sutton Academy Theatre Project (Board Member) | |
|  | Louise Knott - Vice ChairColleges/further education projects (Vice Principal, Vision West Notts College)Construction and Civil Engineering Centre project (Vice Principal, Vision West Notts College)  * Automated Distribution and Manufacturing Centre (Vice Principal, Vision West Notts College)  Learning in Skills Project (Vice Principal, Vision West Notts College)Community Renewal Fund (Vice Principal, Vision West Notts College) | |
|  | Pete Edwards, Theme Lead for Be Happy, Be Healthy  * Sutton Academy Theatre Project (Chair of Governors, Sutton Academy) | |
|  | Simon Martin, Board MemberCollege/further education projects (Vice Principal, ATTFE)Construction centre projects (Vice Principal, ATTFE)  * Sutton Centre Theatre Project (Vice Principal, ATTFE) * Community Renewal Fund (Vice Principal, ATTFE) | |
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| **4** | **Towns Funding** | |
| **4.1** | **Towns Funding Update – Sarah Daniel** | |
|  | Sarah Daniel referred to the Towns Funding Update (Appendix 1) and gave a verbal account of the report. The following points were particularly noted: | |
|  | * Projects are making progress including High Pavement building purchased. | |
|  | * Theatre consultants have completed a feasibility study to inform the architect’s brief. Bi-weekly design review meetings are taking place with the project group. | |
|  | * Maker Space Building - Purchase of the building has been completed, the project team has been appointed and design work is underway. Development of the maker space is currently being mapped out, with visits to similar centres planned later in October. | |
|  | * Confirmation documents for the Towns Fund projects have been submitted to Government. Approval of the documents is anticipated in November. | |
|  | * A report was approved at Cabinet on 20th September recommending: acceptance of the early release of Towns Fund Capital Funding and delegation to the Portfolio Holder Councillor Relf and Peter Hudson as S151 officer in consultation with the Discover Ashfield Board for the allocation of the funds and approval of the project business cases. | |
|  | * A new Regeneration Officer post has been evaluated and has been agreed in principle, with advertising due to start during October. | |
|  | * Leadership Session: * Review of terms of reference – draft to be brought to the next board meeting. * Board skills review – to be combined with declarations of interest submissions which are due in November. * Policy areas: to be reviewed during a separate meeting once the replacement Discover Ashfield officer is in post. | |
|  | * Community and Stakeholder Engagement – Sarah Daniel will lead on this in the absence of the DA Project Officer. | |
|  | * Programme Delivery - Kinver Solutions have been supporting the project development process on a temporary basis whilst the procurement process is undertaken. There have been some delays with the process and the contract for Kinver is therefore due to be extended until 29th October | |
|  | * The programme risk register has been developed and updated, this will be brought to the November Board meeting for discussion and review | |
|  | * Moor Market: the new Kirkby indoor market will open on Saturday 16th October with the café opening and a number of day traders due to be present. Board members were invited to attend. | |
|  | * Hornbeam Park: The play area has been completed and we are waiting for the developer to arrange the opening/ access to the park. | |
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| **4.2** | **Enterprising Ashfield Business Case** | |
|  | Presentation carried out by David Harper, Head of Economic Programmes at Nottingham Trent University for the Enterprising Ashfield Business Case which was well received. Gary Jordan proposed the Business Case study and Councillor Relf seconded the proposal. Presentation to be shared with the Board. David Harper was thanked for this business case. | |
|  | West Notts College have agreed to support the business cases for the construction and civil engineering centres. | |
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| **5** | **Reports Back from Delivery Group** | |
| **5.1** | **Succeed in Ashfield** | |
|  | Martin Rigley, Theme Lead provided the following update: | |
|  | * Hucknall Business – Lincoln Brewery awarded an ambassador certificate exploring Anthony Hughes (owner) joining the Board. | |
|  | * Rotary Board – Martin Rigley and Gary Jordan presented at a Rotary Board meeting which was well received and lots of questions were asked. | |
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| **5.2** | **Love Where You Live (LWYL)** | |
|  | Liz Barrett, Theme Lead for Love Where You Live provided the following update: | |
|  | * Primary Schools are now involved in the regular meetings. | |
|  | * Sherwood Observatory raising awareness of this great asset to the community and to schools. | |
|  | * Litter Picking – this is progressing and is growing. Involving AVA in this area. | |
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| **5.3** | **More to Discover** | |
|  | Apologies were received from Darron Ellis, Theme Lead and a More to Discover update will be reported at the next Board meeting. The main focus is the Remembrance Parades. Darron Ellis is working well with the new ranger at Mill Waters. | |
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| **5.4** | **Be Healthy, Be Happy** | |
|  | Pete Edwards, Theme Lead referred to the Primary Care Network and Be Healthy, Be Happy update and also noted the following: | |
|  | * The Health and Wellbeing Partnership met on 13 October 2021 and had an excellent discussion to further embed the strategy values into our individual and collective work. | |
|  | * The Council delivered a successful Holiday Activities and Food programme (HAF) during the middle 4 weeks of the summer holidays.  There were 1240 attendances at the 4 hour holiday camps.  The camps include a mix of physical activity, craft, drama, food nutrition and a meal.  The next HAF programme will run in the Christmas School holidays.  Plans are currently being developed and we are looking to apply for funding to extend the offer to Under 5s. | |
|  | * The Premier League Kicks programme continues to be successfully delivered by Nottingham Forest FC, Notts Police and Sutton Academy on Sutton Lawn. Last week the 8-9pm session attracted 50 young people (the most so far). A SEND session is also delivered weekly at Portland College as well as a female only session. A female football leadership programme will start in October and we are looking at a new partnership to support the referral of more girls into these sessions. | |
|  | * The Feeding Ashfield partnership (subgroup of the H&WB Partnership) is now fully established and has been well supported by relevant community partners to date. The partnership’s current focus is to create a Feeding Ashfield leaflet to raise awareness of existing food support opportunities available in Ashfield. We are also supporting the development of a new family food club at St Johns Church in partnership with Lets All Eat and a further club in the Kirkby area in partnership with Kirkby Children’s Centre and The Festival Hall Leisure Centre.  An application has been submitted to the Notts County Council Food Fund for a full-time, 12 month Food Co-ordinator project officer to accelerate this work. | |
|  | * New gyms at both Hucknall Leisure Centre and Lammas Leisure Centre have now opened. | |
|  | * Dianne Holmes has left her post as Health and Wellbeing Officer at ADC.  Recruitment will begin shortly | |
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| **6** | **Discover Ashfield Officer Update** | |
|  | Lana Mills has now left Ashfield District Council. Lana was thanked for her work. Recruitment is in progress. Trevor Middleton to share recruitment information with Fiona Anderson at NTU. | |
|  | Trevor Middleton updated on the following: | |
|  | * There will be various recordings taking place about historical characters, such as Ada Lovelace within the Ashfield area. Actors will be dressed as the characters and will provide useful information for tourists. | |
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| **7** | **Board Members Updates** | |
|  | **West Notts College Update:** | |
|  | Louise Knott provided an update on student recruitment and that 95 local residents have expressed an interest in Nursing. 262 students wishing to study courses that NTU/WNC are providing jointly. This is great news and would be useful to share with ADC’s comms (Katherine Green). Louise Knott will provide a short report and share with the Board. | |
|  | Gary Jordan had recently visited WNC and found it very really interesting and would advise that Board Members attend. Martin Rigley informed that the engineering area is also great. | |
|  | It was suggested that after a Board meeting a tour of WNC would be a great idea. Louise Knott confirmed that she would look at hosting this in December/January. | |
|  | **AVA Update:** | |
|  | Teresa Jackson updated that AVA are currently understaffed.  Inspiring Ashfield – Teresa reported that AVA are working with Clifford Stevenson at D2N2 so this is progressing. | |
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| **8** | **Any Other Business** | |
|  | Nothing to note. | |
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| **9** | **Date of Next Meeting** | |
|  | Friday 19th November 2021, 9.00am - 9.05am start. | |
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